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Archive Notes

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ARCHIVE NOTES

Governor Jimmy Carter has declared May 16, 1973, the date of the Society's annual meeting and banquet, "ARCHIVES DAY IN GEORGIA." To celebrate this first Archives Day, the Georgia Department of Archives and History sponsored state-wide contests in the high schools for posters, on the theme of "Getting To Know Your Archives," and for essays, on the theme of "What Would You Place For Preservation In The Archives To Represent Georgia Today?" Winners in the contests were announced at the banquet and received certificates signed by the Governor. Other repositories, including the Southern Labor Archives of Georgia State University, prepared special exhibits.

* * *

Senator Brooke of Massachusetts, on March 19, 1973, introduced Senate Bill 1293 calling for the establishment of a National Historic Records Commission. The measure, strongly endorsed by the American Revolution Bicentennial Commission, the Society of American Archivists, and a host of other national organizations, coalesces into one grand program the desires and suggestions of a wide variety of individuals and groups representing historians, archivists, and those citizens concerned with the state of the nation's archival and manuscripts enterprise. (A brief history of the proposal appears in the American Archivist, July/October, 1972, pp. 368-377.)

The bill would create an independent commission (composed of representatives from the public and private sectors and from the scholarly profession, chaired by the Archivist of the United States) to promote a long-term, in-depth grants-in-aid program designed (1) to bring about systematic preservation of historic records of all types in each of the states and territories by means of state-wide plans and programs administered by state commissions, and (2) to make these records available by means of appropriate nation-wide information-retrieval and technical-assistance programs. Groups, such as our Society, that conceived viable plans for handling, and promoting knowledge of, a state's documentary resources



ARCHIVES DAY

BY THE GOVERNOR:

- WHEREAS: The Society of Georgia Archivists is dedicated to promoting the collection, preservation, and use of Georgia's priceless documentary heritage so that our citizens may understand more fully the history and development of our State; and
- WHEREAS: The Society is composed of archivists, records managers, and individuals in government, education, and private enterprise, all concerned to save and interpret our documentary resources; and
- WHEREAS: On May 16, 1973, members of the organization will convene in Atlanta for their annual business meeting; now
- THEREFORE: I, Jimmy Carter, Governor of the State of Georgia, do hereby proclaim the day of May 16, 1973, as "ARCHIVES DAY" in Georgia, and call upon all the citizens of our State to join in this observance, to recognize the benefits we enjoy from the Society's varied services, and to support the Society in its endeavor to preserve Georgia's irreplaceable archival treasures.



In Witness Whereof, I have hereunto set my hand and caused the
Seal of the Executive Department to be affixed. This 15th
day of February, 1973

BY THE GOVERNOR

Hamilton Jordan
Secretary, Executive Department

Jimmy Carter
GOVERNOR

could be encouraged and assisted in their programs through the state commission.

"The proposed National Historic Records program is necessary," writes Charles Lee, Director of the South Carolina Department of Archives and History, who is more responsible for the NHRC project than any other one person, "since American history is all of one piece, while the preservation (and consequent utilization) of our historic records is piecemeal and haphazard. So long as this is so, our understanding of the United States and its people will be inadequate and unsatisfactory."

Senate Bill 1293 has been referred to the Government Operations Committee on which Senator Nunn of Georgia sits. We urge you to write him in support of this vital measure.

* * *

Representatives of the city, state, and regional archival associations met in Chicago on April 12 with members of the Council of the Society of American Archivists to discuss possible relationships between the national and sub-national groups. The sub-nationals strongly opposed any form of structural or monetary arrangement, but supported the suggestion that joint committees (or other liason) be established to promote broader, deeper concern in various areas of professional interest. According to this proposal, the SGA and other sub-nationals might establish, for example, committees on urban archives or collecting techniques or terminology (or whatever) to work with a counterpart committee of the SAA. In this way, not only would more persons become involved in the work of the archival profession, but the SAA would be able to draw on the expertise of persons not members of it (and hopefully, from its point of view, draw them into membership).

The SAA, as all organizations, needs more members to further its programs, and it hopes to recruit many from the sub-nationals. The SGA will be a prime target for the SAA membership drive, because we, of nine organizations reporting, had the lowest percentage of SAA members--18 per cent. We can be proud that our Society is

involving in professional activity more persons who otherwise would not be involved than any other group.

One factor working here, that became evident from responses to our affiliation questionnaire, is the widely-held belief that the archival profession divides into two levels, one high enough to afford membership in the SAA and attendance at its conventions, the other not so well heeled yet deeply interested to learn more about archiving and to participate in some meaningful way in the profession. Other sub-nationals reported the same feeling. Many of those who observed this point considered that the SAA should orient itself toward concerns affecting the archival profession nationally--tax deductions for gifts of materials, salary levels, legislation--while the sub-nationals could devote the bulk of their energies to more personal matters, such as education (in its broadest sense through informal meetings, workshops, symposia, tours), and basic, grass-roots communication among archivists in a given area.

In providing an opportunity to discuss ways all the groups could cooperate (by laboring either on joint or separate projects) to further the work of the archival profession in this country, the meeting proved highly fruitful. To consolidate the gains, however, we need reaction from the membership. Communicate to the Editor your opinion of the liason proposal and of the role of the SGA in archival education.

* * *

The Georgia Department of Archives and History has a new ARM ("Archives-Records Management" Apprentice Program). The ARM Program is designed to give college students special training and experience in the fields of archives and records management, to broaden their knowledge of original source material, and to increase their research capability in records. The first student in the program will spend three months in Atlanta. Four days a week during that time the person will work half a day in the various departments of the Archives and half a day preparing a descriptive inventory of a collection.

The fifth day will be devoted to developing a research topic for his college professor. The archival experience will provide the student with 15 quarter hours credit toward his masters degree.

Persons desiring further information on the program should contact Miss Carroll Hart, Director, Georgia Department of Archives and History, Atlanta, Georgia 30334. The Department's Seventh Annual Archives Institute is scheduled for July 30-August 24, 1973. Interested persons should contact Miss Hart by June 15.

* * *

Gayle Peters, Archivist at the Federal Archives and Records Center in East Point, provides the following description of his effective, but inexpensive, preservation project.

The humidification and flattening project arose from our need to prepare Federal court records for micro-filming. Each page of each case, now brittle, dirty, often torn or crumbling, and folded into the ubiquitous Woodruff file, must be humidified, flattened, cleaned and marked for repair work. Using guidelines from James Gear, Preservation Officer at the National Archives, the archives branch has used a procedure which might be of use in other archives, a procedure using non-rusting shelves, home vaporizers, hand-irons, and part-time help.

Documents are taken from the climate-controlled archives area to the preservation laboratory, where they are laid out and unfolded (or tented) so far as the tri-folds will safely permit. If possible, pages are separated from one another and placed in order on the shelves, with colored slips of paper between cases. Humid air from the humidifiers (fans blowing across open water works, too) surrounds them for 24 hours (or more) before they are judged to have enough moisture content to strengthen and make flexible the fibers in the paper. The cases are then removed from the humidification room, still in their original order, and taken to the ironing tables, which are simple wooden tables covered with several desk blotters and white bond paper. The documents are placed on the paper, another piece of white bond paper is placed on top, and a

flat-iron, set to the lowest possible temperature, is used to iron the page flat. Each case file, whether one page or several score pages, is ironed, placed in acid-free folders, marked for need of further repair if necessary, and placed into its final arrangement.

A principle that seems to work for the regional archives is to wait until the documents are humidified, flattened and labeled before any attempt is made to arrange the series, so that whatever original order is valid will remain so throughout the flattening procedure. Thus the cases are stronger and more flexible when they are handled and shifted into final arrangement, making greater the odds for survival. The cases are placed into archives boxes and returned to the archives stack area. While the process is time-consuming, the cost of equipment, supplies, and labor (often university students on part-time or summer schedules) is low, and the procedure is both safe and effective.

* * *

From the Midwest Archives Conference Newsletter's "Dear Archivist: I Need Help" column, we excerpt the following questions and answers:

Q. Is there any way to remove the stain left by Scotch tape and is there any safe substitute for Scotch tape?

A. The answer to the first part of your question is, unfortunately, "No." So far, no chemical has been found which will bleach out the stain left by old Scotch tape. It is believed by many that Magic Mending Tape (810 3M) will not harden, flake off or stain; this hopefully is true, but I don't know what laboratory tests it has actually undergone to justify this belief. I would suggest using it very sparingly. There is a safe way, however, to mend tears in paper or to tape together fragments without using Scotch tape of any sort; it is an outgrowth of the hand-laminating process. Merely cut narrow strips of cellulose acetate film (88/10,000 inch thick preferably); place one strip under the tear and one over it or at the joint of the fragments. Dip a piece of cotton in acetone, squeeze out the excess and stroke it over the cellulose acetate,

first on one side and then on the other, holding it in place firmly, using a piece of glass as a base on which to work and being sure that you have good ventilation. The two strips of cellulose acetate will meld and will safely do the job Scotch tape was formerly used for with such disastrous results.

[The Restoration section of the Georgia Department of Archives and History recommends this method of hand laminating and demonstrates it during the annual Archives Institute.]

Q. Is there any formula for measuring cubic feet?

A. A letter-size file cabinet drawer holds about two cubic feet. A Paige, or record center, carton holds a cubic foot. The 5 1/2", letter-size Hollinger box holds about one third of a cubic foot.

Q. I've just received a box of papers and diaries which have a great deal of gray, dusty mold on them. How should I eliminate this, for I understand that the spores travel through the air?

A. Run, don't walk, to the nearest exit with material, covered as well as possible. In all seriousness, get the material out of your storage area as quickly as possible, preferably out of doors. Brush off the spores with a cloth you can destroy or a badger brush which you should wash before bringing it back into your archives. Destroy or discard any of the cartons (but don't use a waste basket in your area) which contained the material. Some people believe that heating items which are moldy will "dry them out" and destroy the mold. This is not true; raising the temperature, once mold has started, will only increase it. If possible, leave the materials out in the open air for at least an hour before bringing them back into your area provided the day is dry and sunny. If the paper where the spores were has become soft and fluffy, brush it on both sides with acetone; better do this too where the ventilation is good, for your sake rather than the document's. If you should have reason to fear that mold may start in your area (relative humidity percent over 70 because of a broken pipe, flash flood, leaky window, etc.), make small sachets or packets of thymol crystals (available from any chemical or archival supply house and from many

drug stores) and place them in your storage containers; these will prevent mold.

* * *

RECENT ACCESSIONS

Atlanta

ATLANTA HISTORICAL SOCIETY.

Alex M. Hitz Georgia Law Library of 79 volumes, 1760-1937; stock book of the Copenhill Land Company, 1888-1926; Boy's High School Examination Papers, 1877; St. Anthony's Parish News, 37 volumes, 1932-1962; scrapbooks of the Organization for Atlanta's Woman of the Year, 1943-1972; VerseCraft, Atlanta Poetry Magazine, 1931-1946; an Atlanta insurance rate schedule for 1856; photocopy of "Rolling Stock Drawings, Georgia RR & Power Co., Atlanta, Ga.," depicting streetcars, 1901-1927.

The Society has completed descriptive inventories both of American literary material found in the AHS holdings, and of 120 residential and commercial architectural drawings from the estate of Hal Hentz, 1910-1936.

GEORGIA DEPARTMENT OF ARCHIVES AND HISTORY

Manuscripts Section

David H. Gambrell Collection, 1971-1972, consists of legislative files, Senatorial correspondence [restricted]; Catherine M. Huey Collection, 1858, contains two accounts of the execution of a slave, Henry Jackson, in DeKalb County; Ogletree Collection, 1810-1891, consists of letters, deeds, receipts, and estate papers relating to the Ogletree Family of Monroe and Meriwether counties, 1810-1889, the Benjamin Sheppherd Estate Papers, Troup County, 1864-1867, and the Absolem S. Harris Papers, Meriwether County, 1856-1890; K. Lizzie Ozburn Collection, 1845-1921, consists of family correspondence (Ozburn, Mangum, and Story families), legal papers, and two brief diaries relating primarily to a general store in Atlanta, which Mrs. Ozburn ran while James fought with the Confederacy; John Ross Collection, 1836-1839, consists of valuations, land improvements, and rejected applications of Cherokee prop-

erty in Walker, Floyd, Lumpkin, and Forsyth counties, Georgia, and Marshall, Cherokee, and Murry counties, Alabama; Fannie Pickelsimer Kerby Smith Collection, 1880-1910, consists of pictures, newspaper articles, register book, and diary, and deals mostly with "Aunt Fannie's Cabin," Sinking Mountain, Georgia, and excursions made to Tallulah Falls during the late 1890s and early 1900s; Robert Ousley Smith Collection, 1895-1922, consists of poetry, notes, diaries, books, and miscellaneous clippings by Smith, a minister and poet; Fletcher M. Thompson Collection, 1957-1972, contains legislative files and congressional correspondence; Mack A. Tucker Collection, 1920s-1960s, contains business correspondence and architectural drawings; J. D. Wade Collection, 1887-1895, consists of miscellaneous school-related reports, printed material and papers from Jasper County; and Hiram Warner Collection, 1822-1879, consists of letters regarding his service on the bench of Coweta Superior Court and the Georgia Supreme Court, a typescript of his diary, 1829, and two sketches of his career.

The Manuscripts Section has received for microfilming the following: Campbellton Lodge #76, A.F. & A.M., Record Books, 1848-1864, 1867-1872, 1872-1891; Ebenezer Methodist Church, minute books, 1867-1910, from Cumming and Forsyth counties; Reverend Henry G. Edenfield, Farm Account Book, 1897-1919, containing farm and church (Baptist) accounts and sermon notes from Screven and Jenkins counties; Lafayette Lodge #44, A.F. & A.M., Minute and Record Books, 1845-1927, from Cumming and Forsyth counties; North Georgia Quarterly Conference (Methodist), Minutes, 1885-1888, 1939-1940; Shiloh Baptist Church, Minute Book, 1839-1880, from Walker County; Stiff Store Account Book, 1842-1843, from Lafayette and Walker counties; and Whittle Family Collection, 1800-1886, containing family correspondence, legal and business papers, and including correspondence of the Powers family of Monroe County, and the Griffin family of Columbus.

State Records Section

Governor's Office, Proclamations, 1966-1967, Executive Minutes, 1964-1965; Secretary of State, Intra-State Issuers of Securities Registrations, 1956-1967, expired Trademark Registrations, 1972, annual reports of Schools of Nursing, 1964-1968, minutes of Board of Capitol Commissioners (to build new Capitol), 1883-1889; General Assembly, records of Legislative Economy Committee, 1955,

house and senate journals, 1972, Senate bills and resolutions, 1971-1972, enrolled acts of the General Assembly, 1972; Human Resources Department, Vocational Rehabilitation Division, Director's general administrative records, 1960-1970, case files of recipients, 1965-1969 (archival sampling only), grant project files, 1940-1972, Office of the Director of Public Health, general administrative records, 1960-1971, Board of Public Health, minutes of board meetings, 1903-1972, Central State Hospital (Milledgeville), record of surgery operations, 1911-1967, record of patient admissions by county, 1954-1961, minutes of Board of Trustees, 1872-1932, medical case histories, 1853-1924, Family and Children Services Division, transcripts of hearings on appeals of public assistance rulings, 1939-1969, Youth Development Centers, Juvenile Offender Case Files, 1920-1970 (archival sampling only), Office of Fiscal and Administrative Services, general administrative records of the director, 1967-1969, Office of Medical Care Administration, Director's general administrative records, 1958-1968; Agriculture Department, Commissioner's general administrative records, 1969, Commissioner's hearings on violation of departmental regulations, 1950-1969, Commissioner's commodity commission files, 1961-1969, Market Bulletins, 1943-1972; Comptroller General, Insurance Division, annual financial statements of insurance companies, 1970; State Property Control Commission, condition reports and inventory of Western and Atlantic Railroad Property, 1916-1940; Science and Technology Commission, Minutes of commission meetings, 1968-1971.

SOUTHERN LABOR ARCHIVES, GEORGIA STATE UNIVERSITY. Adair, Goldthwaite, Stanford & Daniel, Attorneys, Records, 1955-1956, concern arbitration cases throughout the South arising from the 1955 strike by the Communications Workers against Southern Bell; Georgia State AFL-CIO, Records, 1959-1972, describe collective bargaining procedures, involvement in civic affairs, relations with affiliated locals, and labor's program for the development of Appalachia; Glass Bottle Blowers Local 101 (East Point, Ga.), Records, 1953-1972, deal with negotiations, collective bargaining, grievance procedures, and local union administration and activities in general; Googe, George L., Papers, 1946-1961 illuminate the organizing activity in the South of the Printing Pressmen and the AFL, of which Googe was the Southern Director, 1928-1949; Gramling,

Charles B., Papers, 1940-1957, concern labor support of the 1945 Georgia constitution, unity within the labor movement, and Gramling; Laundry, Dry Cleaning and Dye House Workers Local 218 (Atlanta, Ga.) Records, 1945 (1950) -1971, describe 218's position in the International Union; Machinists: Georgia State Council, Records, 1956-1971, describe the Council's meetings, and conventions, and its political lobbying activities; Machinists: Southeastern Regional Office of Education, Records, 1947-1971, concern political, vocational, and labor education in the Mid-western and Southern states, Puerto Rico and Panama; Moore, James O., Papers, 1965-1972, primarily concern governmental bodies on which he served and apprenticeship programs; Pate, J. B., Papers, 1939-1962, relate to Pate's career with the Georgia Federation of Labor and the International Brotherhood of Electrical Workers; Savannah Trades and Labor Assembly, Records, 1946-1970, illuminate AFL opposition to local organizing efforts by the CIO, their subsequent merger and cooperation, and the public employees strike, 1967-1970; Torbush, Edmund, Collection, 1953-1972, concerns the Atlanta and International typographical unions.

A second brochure of holdings, which describes collections processed between May, 1972, and April, 1973, and which includes materials pertaining to labor throughout the South, is available on request from David B. Gracy II, Archivist, 104 Decatur Street S.E., Atlanta, Georgia 30303.

Savannah

GEORGIA HISTORICAL SOCIETY.

Two letters of Ann Green, the novelist, regarding the building of Charles Green's Savannah mansion, 1871-1872; Papers and records of Mary Maclean Milk Depot and Visiting Nurses Association, 1914-1958; Papers of the Thomas C. Clay Family, including Civil War letters, family sketches, recollections, 1849-1887; Papers of Miss Maude Heyward, her brother and sister-in-law, Dr. and Mrs. John S. Howkins, 1886-1904, concern chiefly family and social life in Savannah, and include genealogical papers of the de St. Bris Family, 1751-1794; Letters of Dr. J. G. Thomas of Savannah relating to medical and family affairs, 1876-1884, and describing the yellow fever epidemic of 1876 and the creation of the State Board of Health; Business letters from Savannah, 1793-1801, from William Lambe, Henry Davis,

Robert Bolton, and S. Wall; Letter book, 1899-1903, of Charles J. White, Secretary, Endowment Rank, Knights Pythias, Section No. 161, of Savannah.

Gadsden, Alabama

GADSDEN PUBLIC LIBRARY.

Mrs. Rouse reports that the Gadsden Public Library has several photographs of 19th century Coosa River steamboats, most of the pictures being in the Marvin B. Small Scrapbook, 1951. Many of the steamers are pictured at the wharf in Rome, Georgia.

Laramie, Wyoming

WESTERN HISTORY RESEARCH CENTER.

Among the records of the American Creosoting Company, 1907-1950s, is management information of the Georgia Creosoting Company and the Georgia Forest Products Company, subsidiaries active throughout most of the half century on timber land near Savannah.